Automated Facsimile of SLR-105

___ ORIGINAL SUBMISSION

___ RECERTIFICATION

2. AGENCY CODE: 501   3. AGENCY: TEXAS DEPARTMENT OF HEALTH

___ REPLACEMENT PAGE

___ ADDENDUM PAGE

4. Records Series Item #	5. Agency Item #	6. Records Series Title	7. RETENTION PERIOD			8. Sec	9. Arch	10. Med	11. Vital	12. Remarks
			Agency	Storage	Total					
		702 - PRODUCT SAFETY DIVISION								
	3151	HAZARD COMMUNICATION BRANCH ENFORCEMENT CASES	3		3	O		P	X	previously listed on schedule for 708 Toxic Substances
	3184	HAZARD COMMUNICATION CHEMICAL INVENTORY REPORTS	3	27	30	O		P	X	91-501-096; previously listed on schedule for 708 Toxic Substances
1.1.006	54	COMPLAINTS-INCLUDING NON-REGISTERED FIRMS (VIOLATION REPORTS)	AC+2		AC+2	O		P		AC=RESOLUTION OF THE COMPLAINT
1.1.007	1311	ADMINISTRATIVE CORRESPONDENCE	3		3	O	R	P	X	
1.1.008	1312	GENERAL CORRESPONDENCE	1		1	O		O		PAPER, ELECTRONIC
1.1.020	4912	OPEN RECORDS REQUESTS, APPROVED	AC+1		AC+1	O		P		AC=DATE REQUEST IS FULFILLED
1.1.021	4910	OPEN RECORDS REQUESTS, DENIED	AC+2		AC+2	O		P		AC=DATE OF DENIAL OF REQUEST
1.1.027	5840	PROPOSED LEGISLATION	AV		AV	O		P		
1.1.057	1310	TRANSITORY INFORMATION	AC		AC	O		O		PAPER, ELECTRONIC/AC=PURPOSE OF RECORD HAS BEEN FULFILLED.
1.1.064	3988	AGENCY PERFORMANCE MEASURES DOCUMENTATION	FE+3		FE+3	O		P	X	
3.1.001	4284	APPLICATIONS FOR PERMANENT EMPLOYMENT - NOT HIRED	2		2	O		P		CONTAINS SOME CONFIDENTIAL INFORMATION
3.1.014	5232	EMPLOYMENT SELECTIONS - INCLUDES INTERVIEW NOTES AND DOCUMENTATION OF SELECTION PROCESS	2		2	O		P	X	MAY CONTAIN SOME CONFIDENTIAL INFORMATION
3.1.019	555	PERFORMANCE JOURNALS	2		2	O		P		MAY CONTAIN CONFIDENTIAL INFORMATION SUCH AS MEDICAL INFORMATION, SOCIAL SECURITY NUMBER, OR OTHER DATA PROTECTED BY THE PRIVACY DOCTRINE.
3.1.020	556	PERSONNEL CORRECTIVE ACTION DOCUMENTATION/PERFORMANCE ADVISEMENT FORMS	AC+5		AC+5	O		P		MAY CONTAIN CONFIDENTIAL INFORMATION. AC=TERMINATION OF CORRECTIVE ACTION

RETENTION CODES (Field 7)		MEDIUM CODES (Field 10)	ARCHIVAL CODES (Field 9)	SECURITY CODES (Field 8)	VITAL CODES (Field 11)
* - All Audit Requirements Will Be Met	CE - Calendar Year End	P - Paper	A - Transfer to State	O - Open Record	Indicate with an X
AC - After Closed, Terminated, Completed, Expired, Settled	FE - Fiscal Year End	M - Microfilm	I - Retain in Agency	C- Confidential	
	LA - Life of Asset	C - Computer Print-Out	R - Review by State		
	MO - Months	E - Electronic	O - Other (Specify in Field 12)		
AV - As Long As Administratively Valuable	PM - Permanent	O - Other (Specify in Field 12)			
	US - Until Superseded				

Automated Facsimile of SLR-105

___ ORIGINAL SUBMISSION

2. AGENCY CODE: 501   3. AGENCY: TEXAS DEPARTMENT OF HEALTH

___ RECERTIFICATION

___ REPLACEMENT PAGE

___ ADDENDUM PAGE

4. Records Series Item #	5. Agency Item #	6. Records Series Title	7. RETENTION PERIOD			8. Sec	9. Arch	10. Med	11. Vital	12. Remarks
			Agency	Storage	Total					
		702 - PRODUCT SAFETY DIVISION								
3.1.023	5104	POSITION/JOB DESCRIPTIONS	US+4		US+4	O		P	X	
3.3.023	5753	REIMBURSABLE ACTIVITIES, REQUESTS AND AUTHORIZATIONS TO ENGAGE IN	FE+3		FE+3	O		P		INCLUDES TRAVEL
3.4.004	4972	OVERTIME AUTHORIZATION	2		2	O		P		
3.4.006	57	TIME CARDS AND TIME SHEETS	4		4	O		O		PAPER, ELECTRONIC; 40 TAC815.106(i)
3.4.007	4433	TIME OFF AND/OR SICK LEAVE REQUESTS	FE+3		FE+3	C		E		
5.1.010	47	REGISTERED FIRMS (BEDDING MFG., HAZARDOUS SUBSTANCES, & GLUE & PAINT)	AC+2		AC+2	O		P	X	REQUIRED UNDER V.C.S. 4476-A
5.2.016	5105	INVENTORY SYSTEM UPDATE LISTINGS	AC		AC	O		P		
5.3	3973	PROCUREMENT CARD PURCHASES SUPPORTING DOCUMENTATION	FE+4		FE+4	O		P		
5.3.008	5106	PURCHASING LOGS	FE+3		FE+3	O		P		

RETENTION CODES (Field 7)		MEDIUM CODES (Field 10)	ARCHIVAL CODES (Field 9)	SECURITY CODES (Field 8)	VITAL CODES (Field 11)
* - All Audit Requirements Will Be Met	CE - Calendar Year End	P - Paper	A - Transfer to State	O - Open Record	Indicate with an X
AC - After Closed, Terminated, Completed, Expired, Settled	FE - Fiscal Year End	M - Microfilm	I - Retain in Agency	C- Confidential	
	LA - Life of Asset	C - Computer Print-Out	R - Review by State		
AV - As Long As Administratively Valuable	MO - Months	E - Electronic	O - Other (Specify in Field 12)		
	PM - Permanent	O - Other (Specify in Field 12)			
	US - Until Superseded				